

GARDNERVILLE TOWN BOARD

Meeting Minutes

April 5, 2005

- **The meeting was called to order by Chairman Cook. The pledge of allegiance was led by Jerry Smith.**

PRESENT:

Thomas J. Cook, Chairman
Michael W. Philips, Vice-Chairman
Jerry Smith
Paul Lindsay

Michael S. Rowe, Town Counsel
Jennifer Roman, JWA Consulting Engineers
Jim Park, Town Manager
Jeff Summers, Maintenance Foreman
Carol Louthan, Secretary Sr.

ABSENT:

Randall P. Slater

GUESTS: A list of those present is included in the file of the April 5, 2005 meeting.

- Approval of the Agenda

Mr. Park asked to delete item 6, budget transfers. He will bring it back in May.

Motion Smith/Philips to approve the agenda with item 6 deleted. Motion carried unanimously.

- Approval of Previous Minutes
○ March 1, 2005 Town Board Meeting

Motion Philips/Smith to approve the minutes of March 1, 2005 with the change of the pledge of allegiance was done by Mr. Park. Motion carried unanimously.

- Discuss Good News in Gardnerville

Mr. Park noted Gardnerville is a Tree City USA for the third time. The growth award was also given to the Town for the third year. The Rotary is putting the flagpole in at Heritage Park and will do a dedication of the flagpole on June 14th in the evening on Flag Day.

- Public Comment on Any Item Not on Tonight's Agenda-No Board Action

No public comment.

CONSENT CALENDAR

Consent items may be pulled at the request of Board Members wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed at beginning of the Administrative Agenda. All items shall include discussion and possible action.

TOWN DEPARTMENTS

1. Accept Health and Sanitation Monthly Report

Accepted

2. Accept Public Works Monthly Report

Accepted

3. Accept Parks Department Monthly Report

Accepted

CORRESPONDENCE

4. Correspondence

Read and noted

TOWN MANAGER

5. Approve Claims for March 2005

Approved

6. Approve budget transfers

(Item deleted)

7. Approve a Town park reservation for the Valley Christian Fellowship to hold a concert at Heritage Park on May 27 from 5:00

pm to 10:00 pm.

Approved

8. Recommend approval of a Douglas County Outdoor Festival Entertainment event application for the Valley Christian Fellowship for the above agenda item.

Recommend approval

9. Recommend approval of a Douglas County Outdoor Entertainment Festival event application for the Valley Cruisers **Car Club Association's 18th Annual Main Street Event Car Show August 19-21, 2005.**

Recommend approval

10. Recommend approval of a Douglas County Outdoor Entertainment Festival event application for Heritage Run II at Heritage Park on May 20-22, 2005, George D. Robinson, Heritage Clubs, applicant.

Recommend approval

11. Approve co-sponsoring a car show event, providing music, and submitting for a Douglas County Outdoor Festival Entertainment event application for the event to be held at Heritage Park on May 14, 2005 with the Valley Cruisers Car Club Association.

Approved

12. Approve update of the Town's 2005 urban forest work plan.

Approved

Motion Smith/Lindsay to approve the consent calendar. Motion carried with Board Member Slater absent.

ADMINISTRATIVE AGENDA

IF ANY ITEMS WERE PULLED FROM THE CONSENT CALENDAR, THOSE ITEMS WILL BE HEARD AT THIS POINT

PROCLAMATIONS

13. Discussion and possible action on Proclamation 2005-01, designating August 26, 2005 as Arbor Day in Gardnerville with special recognition of all volunteers on Town projects and activities.

Mr. Park stated part of continuing as a Tree City USA is annually adopting a Proclamation proclaiming one day out of the year as Arbor Day. It is traditionally observed the last Friday of April. However, the Board gave direction they would like to see a volunteer barbecue. Staff is looking at doing that August 26 at 11:00 to 1:00.

Chairman Cook read the proclamation declaring August 26, 2005 as Arbor Day.

Proclamation approved with Board Member Slater absent.

(Item taken out of order at 4:38 p.m.)

18. Discussion and possible action on a request for funding in the amount of \$1,000 from the Carson Valley Chamber of Commerce and Visitors Authority for re-printing of the Walking/Driving Tour Map

Mr. Skip Sayre, executive director of the Carson Valley Chamber of Commerce and Visitors Authority, is proposing a simple straightforward marketing cooperative program between the towns of Genoa, Gardnerville, Minden and Douglas County through the Chamber of Commerce. Mr. Sayre passed out a funding schedule and budget. Stockdale Creative is doing the pamphlet again. They just opened a new tourism website: visitcarsonvalley.org. They want to improve the distribution. They have two distribution houses now. They will be printing 10,000.

No public comment.

Motion Philips/Lindsay to approve the \$1,000 funding for the walking driving tour for Carson Valley Chamber of Commerce. Motion carried with Board member Slater absent.

(back to item 14 at 4:50 p.m.)

PUBLIC HEARINGS

14. Discussion and possible action on a public hearing to adopt the Tentative Budget for Fiscal Year 2006, all departments and funds

Mr. Park indicated the budget numbers were all done prior to the legislative activities relative to property tax. He will have to bring the final budget back with some adjustments. By state law the tentative budget needs to be adopted and sent to the State

Department of Taxation. Revenues will need to be reduced on the final budget. This was all prefaced on the same rate as last year.

Mr. Lindsay asked if this was based on the 3% rate?

Mr. Park advised it was based on the 6%. They will have to work on the final numbers.

Public comment.

Motion Lindsay/Philips to adopt the fiscal year 2006 town budget for all departments and funds. Motion carried with Board Member Slater absent.

15. Discussion and possible action to direct staff to notice a Public Hearing to be held May 3, 2005 for the intent of seeking Medium Term Obligations for certain public projects and refunding bonds, and other matters properly related thereto

Mr. Park stated as they have discussed, they are looking at the second phase of main street lighting. Concurrent, they are looking at possible funding assistance out of NDOT. That is covered in item 16. They are proposing that the Board make a motion to direct staff to publish a notice of intent to seek medium term obligations. This is just a preliminary step. They would be looking at about \$115,000 in debt load a year. They would be requesting up to a million and a half. As soon as they have the final cost estimates from SPPC and Charter staff might be bringing this back and saying they don't need a million. If they are successful with the state in coming up with 500,000 from NDOT, maybe they will only need to borrow \$500,000. There is money in the tentative budget for this new debt service.

Mr. Rowe advised the notice of intent is a required notification only. It is published one time prior to the meeting. It doesn't obligate The Board to do anything. It is merely a public notice.

Public comment.

Motion Smith/Lindsay to direct staff to notice a public hearing to be held May 3, 2005 for the intent of seeking medium term obligations for certain public projects and refunding bonds, and other matters properly related thereto. Motion carried with Board Member Slater absent.

16. Discussion and possible action on Resolution 2005-02, authorizing staff to submit a funding application for up to \$500,000 from the Nevada Department of Transportation for Main Street Lighting Phase II along US 395

Mr. Park pointed out this is the NDOT money staff has talked to the Board about. The applications packets are due to NDOT April 15th. They are still trying to get the last cost estimates. They received the internal estimate for the customer owned lighting. It is a little less than \$150,000. Staff is asking the Board to look at adopting this Resolution and directing or authorizing the Town Board Chairman to sign the document and work with staff. He would recommend asking for \$500,000. They need to take into account a 50-50 match. It's another program that deals with just streetscapes.

Public comment.

Motion Philips/Smith to authorize staff to submit a funding application for up to \$500,000 from Nevada Department of Transportation for Main Street Lighting Phase 2 along 395. Motion carried with Board Member Slater absent.

17. Discussion and possible action on direction for the Final Budget for Fiscal Year 2006

Mr. Park intends to bring back a final budget and ask for Board action at the May 3, 2005 regular Board meeting. They are not anticipating any changes other than some modification to revenue. They will probably have to make some corresponding modifications to projects. He will bring it back in May unless there are any further directions.

Motion Smith/Philips to bring this back in May. Motion carried with Board Member Slater absent.

(Item 18 taken out of order)

PURCHASING AND CONTRACTS

19. Discussion and possible action to award or reject Bid No. 2005-01, Toiyabe Sidewalks Phase II and Main Street Sidewalks Phase I

Mrs. Roman reported bids were opened last Thursday. Two bids were received from V & C and White Rock Construction. The bids were fairly close but were higher than the engineer's estimate. They negotiated with the contractors and requested the

deletion of certain items and any adjustments to other related items such as traffic control. Staff reduced the scope of one of the items, street tree grate and stamped concrete installation to reflect Town staff installing the trees themselves. Based on those negotiations, bids came down closer to what the engineer's estimate was. V & C Construction, who was the apparent low bidder at the original bid opening, is still the low bidder for the negotiated bid. The negotiated bid amount is \$225,723.00. That is the recommended amount for the contract award. The changes that were requested were from the Main Street bid schedule. The Toiyabe schedule was fairly close to what they had estimated. The intent is to get this work constructed before the Memorial Day weekend. They are requesting daytime work. They are requesting the contractor finish the work on 395 before the Memorial Day weekend. The contractor has requested they start work Monday. The contractor wanted to start on Toiyabe, but they do want to be complete with their work for the Town by May 1.

Mr. Smith asked how they cut the negotiated items.

Mrs. Roman deleted the items on the first page. They had intended to replace the existing irrigation pipe that is under both sides of 395 in the work area, but it will probably be cheaper to come back at a later date and slip line entire sections once they decide which sides will still be active with irrigation.

Public comment.

Motion Lindsay/Philips to award Contract 2005-01 for Toiyabe Sidewalks Phase 2 and Main Street Sidewalks Phase 1 to V & C Construction in the amount of \$225,723, and authorize the Town Board Chairman or his designee to sign the contract. Motion carried with Board Member Slater absent.

20. Discussion and possible action to award or reject Bid No. 2005-03, Automated Refuse Collection Vehicles

Mr. Park advised they put out a bid to look at adding an automated residential unit with the next budget. Town of Minden is going out to bid as well. The bid that went out showed a total of two: one to Minden, one to Gardnerville. They received 3 bids. However, two of the vendors bid only the body. Truck Parts and Equipment is the apparent low responsive and responsible bidder for the cab and chassis and the refuse body. Staff is recommending the Board award Truck Parts and Equipment the bid for the Gardnerville half at \$155,806. Plus they are asking for additional warranty coverages in the amount of \$5,925.00. The total budget is \$161,731. This truck is akin to the vehicle the Town is running currently, a Peterbilt 320 right-hand drive with an Amrep 25 yard collection body. Minden has the same agenda item as well.

Mr. Kurt Hildebrand asked if this was a trash truck?

The Board answered yes.

Motion Smith/Lindsay to award bid #2005-03 automated trash collection vehicle, for the Town's portion of \$155,806 per vehicle, per town, and the additional expenditure of \$5,925 for the extended warranty coverage for a total of \$161,731. Motion carried with Board Member Slater absent.

TOWN ENGINEER

21. Accept Town Engineer's monthly report of activities

Mrs. Roman asked if there were any questions on the written report. Most of the work has been involved with the sidewalk projects.

There were no questions.

TOWN MAINTENANCE FOREMAN

22. Accept Town Maintenance Foreman's monthly report of activities

Mr. Summers reported maintenance staff has been busy working on the restroom. It is coming along. A person volunteered to come in and roof the building. They are getting the irrigation up and going. Desert Start came in with three thatchers on Heritage and Gardner Parks.

Mr. Cook asked about the car parked at the Gardnerville jail.

Mr. Summers will go and take a look.

Mr. Park indicated the restrooms, some times during the year, will be drained and locked. They are capable of being on year

around. If they do have events in the colder part of the year the facility will be able to be used.

TOWN ATTORNEY

23. Accept Town Attorney Monthly Report of Activities

Mr. Rowe noticed they had been provided with the action sheet and proposed ordinance on the County Commission agenda. It is item 39 on the County Commission agenda, which starts at noon. Tom and he plan to attend. The time it becomes effective should be within a week or two after the second reading. It is nothing more than what is imposed under the current section of Chapter 278 relating to sidewalks. In the correspondence is a letter that had been sent by the water company's attorney relating to the Town's request for repair of the sidewalk. That is water company property. It has been the Town's longstanding policy and will soon be a county ordinance that it is the owner's responsibility to maintain and improve. There are a couple bills that have come out that if approved it will be another unfounded mandate on local governments. The section that authorizes the sidewalk policy, this bill would require that the counties and cities build sidewalks within one mile of a public school and maintain those sidewalks and "insure the sidewalk is inspected, maintained, reconstructed and repaired as necessary to make the sidewalk safe for use by school children while walking to or from school. It also says the governing body may impose an assessment or other charge and also says the section of statute they have based the policy on requires an owner of property to maintain, reconstruct and repair a sidewalk that abuts the property. Sidewalks are getting some attention. He doesn't know if this bill is going anywhere or not. A lot of attention is being paid to the open meeting law. They are going to come out with some legislation that will tighten up certain parts of the open meeting law, especially for closed sessions relating to character, misconduct and so forth. He believes much of this legislation is coming out of the series of incidences with the Board of Regents for the University system. There is an Assembly Joint Resolution that proposes to amend the Nevada Constitution to repeal the term limits for elected officials. If it gets through it will have to pass in the next session and then would have to be approved by the voters.

TOWN MANAGER

24. Accept Town Manager's monthly report of activities

Mr. Park did not attach a monthly report. It has been a relatively busy month with budget and the restroom. Office staff did a wonderful job with the business directory update. Community planning is tomorrow night. The Board is invited to attend and be a part. There is some pending legislation he will be keeping track of.

25. Discussion and possible action on submitting an Urban and Community Forestry grant application on behalf of the Carson Valley Reforestation and Beautification Foundation for Douglas County US 395 trees project

Mr. Park stated Nick Koropchak approached the Board a few months ago. The Board's direction was to have Town staff work with the Reforestation Foundation to secure grant funding. They are submitting this grant on the foundation's behalf. The Town is acting in a pass through capacity.

Mr. Hildebrand asked if this is the corridor that is technically is Minden?

Mr. Park answered it is general county. We are the only Tree City USA in Douglas County and the only unincorporated Tree City USA in the state of Nevada.

Motion Lindsay/Smith to submit an Urban and Community Forestry grant application on behalf of the Carson Valley Reforestation and Beautification Foundation for Douglas County US 395 trees. Motion carried with Board Member Slater absent.

Meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Thomas J. Cook
Chairman

Jim Park
Clerk to the Board